



Tuition Assistance Request – FY 2016

*For courses that begin July 1, 2015 - June 30, 2016, use a separate request form for each course.
Request must be signed by Employee's Supervisor and Department Director prior to the first day of class.*

I. Employee First Name: _____ **Last Name:** _____

Department _____

Work Phone # _____

Email _____

II. Course Information:

Name of School _____

Course Title _____

Date Course Begins _____ Date Course Ends _____ ☐ Credit ☐ Non-Credit

A. Attach from College: 1) Course Description and 2) Tuition Cost

B. Describe how this course is job-related, related to a reasonable promotional objective, based on a development plan and/or prepares you for the GED:

III. Amount of Tuition Assistance Requested

For FY 2016, tuition assistance is up to \$1,200 per person for the fiscal year, with no limit on the number of courses. What amount of tuition assistance are you requesting toward this course? \$ _____

IV.

Who?	What?	Signature
Employee	I have reviewed the Tuition Assistance Administrative Regulation HR 2 and understand that tuition assistant can supplement, but not duplicate, payment from another source such as G.I. Bill or scholarship. I understand that Human Resources may deduct advance from my next paycheck if proof of successful completion is not provided within 30 days from the date course ends or I voluntarily leave the County's employ within one (1) year of completing the above course.	
Supervisor	I have discussed with employee and support his/her request.	
Department Director		

V. HR Approval

Authorize advance of \$ _____ Effective _____ Deadline for turning in grade: _____

Authorize repayment of advance from employee pay effective _____

Signature: _____ Date: _____